

Title: <b>Research Information Coordinator</b>	Effective Date: June 24, 2017	Grade: XIII	Job Category: Professional
Prior Title: Research Information Coordinator	Prior Effective Date: October 26, 2011	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for monitoring and tracking the implementation of research results and dissemination of research findings to Department personnel.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Maintain a tracking system for implementation progress.
- Maintain a database of research information available within the Department and improve access to all potential users on the LAN/WAN.
- Screen research reports of other states for use by the Department and disseminate findings to interested parties.
- Oversee the maintenance of the computerized library database.
- Maintain the Research in Progress database.
- Coordinate computer data applications for the Section.
- Assist in field data collection for specific research projects.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university plus two years of experience in related field or area of responsibility or the educational equivalent to a diploma from an accredited high school plus six years experience in related field or area of responsibility. Proficient in Microsoft Office applications. Experience in field data collection. Working knowledge of accepted sampling and testing procedures. Ability to interpret and apply Department policies and procedures to include the current Department Research Manual. Physical ability to work with hand tools. Ability to manage and operate complex databases. Ability to plan and organize comprehensive reports based on research findings. Work experience in the Department's Research Program is preferred. Some experience in the design of and work with web applications is preferred. Effective oral and written communication skills. Experience in research or computer use and related highway work. Available for occasional overnight statewide travel. Valid driver's license.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

